City of Riverside
Administrative Manual

Effective Date: 10/2010
Review Date: 09/2013
Prepared by: Development

Approved:
Department
City Manager

SUBJECT:

Distribution of Tickets and Passes

PURPOSE:

This policy governs the distribution of tickets and passes for a facility, event, show or other performance for entertainment, amusement, recreational or similar purposes ("Event"), either received by the City of Riverside and its Redevelopment Agency ("City") or provided by the City (i) pursuant to the terms of a contract for use of public property, (ii) because the City controls the event, or (iii) that is purchased by the City at fair market value and provided to any Council member, officer, employee or consultant of the City ("Official"), or to another individual or organization at the behest of the Official. The disclosure and reporting portions of the policy applies to tickets or passes provided by a source other than the City to an Official for an event at which the Official performs a ceremonial role or function on behalf of the City.

This policy is established pursuant to Section 18944.1 of the Fair Political Practices Commission ("FPPC" regulations and is subject to all applicable FPPC regulations and the Political Reform Act, as now exist or may hereafter be added or amended. Section 18944.1 provides that such tickets or passes are not gifts to public officials (which must be disclosed on the Official's Statement of Economic Interest/Form 700), if the City distributes them in accordance with a duly adopted written policy pursuant to Section 18944.1, subdivision (b)(2).

The provisions of subdivision (b) of Section 18944.1 apply only to the benefits the Official receives by the admission, and are not applicable to any other benefits the Official may receive that are not included with the admission, such as food or beverages, or any other item presented to the Official at the Event.

Subdivision (e) of Section 18944.1 recognizes the discretion of the City Council to determine whether the distribution of a ticket or pass serves a public purpose of the City, provided the determination is consistent with state law.

Performance of Ceremonial Role or Function

A ticket or pass provided by a source other than the City to an Official for an event at which the Official performs a ceremonial role or function on behalf of the City is not a gift to the Official. These tickets are subject to these disclosure or reporting requirements, pursuant to FPPC regulations 18942 and 18944.1.

Public Purposes:

The distribution of tickets or passes by the City pursuant to this policy, to or at the request of an Official, shall accomplish a public purpose. Such public purposes include:

a. Intergovernmental relations purposes, including but not limited to attendance at an event with or by elected or appointed public officials from other jurisdictions, their staff members and their guests.
b. Supporting and/or showing appreciation for programs and services rendered by non-profit organizations benefiting Riverside residents.
c. Encouraging or rewarding significant academic athletic or public service achievements by Riverside students, residents or businesses.
d. Promotion of City controlled events, activities or programs.
e. Promotion of community programs and resources available to City residents, including nonprofit organizations and youth programs.
f. Marketing promotions highlighting the achievements of local residents and businesses.
g. Promotion and marketing of private facilities available for City resident use.
h. Promotion of City growth and development, including economic development and job creation opportunities.
i. Promotion of City events, facilities or landmarks.
j. Promotion of City recognition, visibility or profile on a local, state, national or worldwide level, including but not limited to exchange programs with foreign officials and dignitaries, sponsorship agreements involving private events where City seeks to enhance the City's reputation both locally and regionally by serving as hosts providing the necessary opportunities to meet and greet visitors, dignitaries and residents.
k. Promotion of open and accessible government by appearances or participation of Officials at business and community events.
l. Where the City, as a form of consideration in a written contract, has required that a certain number of tickets or passes be made available for City use.
m. Employment retention including enhancement of employee morale.

Prohibition on Transfer:

A ticket or pass distributed to an Official pursuant to this policy may not be transferred by the Official to any person, except to members of their immediate family solely for their personal use. Government Code Section 82029 defines immediate family to mean spouse and dependent children. The Official or any member of the Official's immediate family may, however, return any ticket or pass unused to the City for redistribution pursuant to this policy.

Website Posting:

This policy shall be posted on the City of Riverside's website. The distribution of tickets or passes pursuant to this policy shall also be posted on the City of Riverside's website in a prominent fashion within thirty (30) days after the distribution of the ticket or pass by using a FPPC Form 802, or such alternative form as may be approved or amended. The form shall be posted for twelve (12) months and may be removed at the City's discretion anytime thereafter.

Distribution of Tickets

The City delegates the authority to distribute any complimentary tickets or passes pursuant to this policy to the City Manager or his or her designee. City Manager shall determine, in his or her sole discretion, which Official may use the complimentary ticket or pass only for one or more public purposes as set forth above.

Complimentary Tickets and Passes

With respect to a complimentary ticket or pass from an outside source providedto an Official by the City, the ticket or pass may not be earmarked by the original source for use by the Official who uses the ticket or pass.